

OFFICE ASSOCIATE III

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Provides responsible administrative support to supervisor(s). Responsible for preparing, maintaining, and receiving records. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for answering incoming phone calls and placing calls;
- Responsible for preparing, maintaining, and receiving records;
- Responsible for budget tracking (including applicable grant tracking);
- Submits grants, monitors for compliance, submits requests for reimbursements through state or federal systems, tracks and reconciles grant funds;
- Performs multi-year tracking on budget items and grants;
- Responsible for handling cash including receiving, receipting, and ensuring deposit;
- Submits and tracks purchase orders in accordance with FCPS policies and procedures;
- Provides administrative support duties as assigned;
- Responds via telephone and e-mail to staff and community requests and queries;
- Monitors and manages supervisors' calendars;
- Creates and produces various documents including catalogues and informational flyers;
- Coordinates travel arrangements for professional conferences throughout the year;
- Maintains websites per policies;
- Responsible for the coordination of various special assignments based on the location needs;
- Maintains student privacy;
- Maintains and upholds School policies and procedures;
- Other administrative and budgeting duties as assigned which may vary by location.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience with Microsoft Office suite; knowledge of standard office practices and procedures (including proper cash handling procedures), including basic bookkeeping. Superior customer services and written and oral communication skills. Ability to prioritize multiple tasks and be flexible to supervisors' needs. Ability to work independently and with minimal supervision.

EDUCATION AND EXPERIENCE:

High school diploma or GED required; computer training and at least three (3) years office experience preferred. Post-secondary education desirable.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.